

Faculty Exceptional Opportunity Hire Search Waiver Form

This form is to be used when a search waiver is requested for a faculty Exceptional Opportunity Hire. Decisions on creating a position for an exceptional opportunity hire are made by the provost.

This is a two-step process –

1. Initial approval to pursue an opportunity, followed by
2. approval to make a formal offer.

1. Initial Approval

College submits Exceptional Opportunity Hire Search Waiver Form with section 1 completed and signed by the dean indicating support to the provost (provost@mtu.edu).

Name of candidate:

Current position held by candidate:

Proposed position and unit(s) for candidate at Michigan Tech

Position:

Unit(s):

Proposed start date:

Proposed budget and sources of funding

Budget:

Source of Funding:

In addition to the form, include

- documentation that includes the reason and justification for the request. This must include why this is an unusual and rare opportunity to hire an exceptional faculty member that significantly benefits the long-term goals of the institution and substantially enhances the academic reputation of the college and university including opportunities to contribute to undergraduate and graduate education and research and teaching missions of the college and
- CV of the candidate.

Other relevant information:

Initial approval and recommendation to pursue (note that this is not final permission for formal offer of employment, and no promises or commitment should be made at this stage)

Digital Signatures

Dean:

Provost:

EOC:

2. Approval to Make Formal Offer

Should the initial approval result in a recommendation to make a formal offer for employment, the department chair (colleges without departments) submits the Faculty Exceptional Opportunity Hire Search Waiver Form and hiring packet materials to the respective college. As the packet is approved, the respective office will sign the form and send it to the next approver.

- Position Authorization Form (Form 1)
- Form A,
- job description,
- draft offer letter,
- Request for Faculty Start-up Request Form (if applicable), and
- draft start-up offer letter (if applicable).

Digital Signatures

Dean:

EOC:

HR:

Provost: